

**City of Seattle
Civil Service Commission
December 13, 2006 Minutes**

Call to Order: Commission Chair Jennifer Schubert called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Steven A. Jewell
Commissioner Ellis H. Casson
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Keese, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of November 15, 2006 Meeting Minutes:** The Commission reviewed the November 15, 2006 minutes. Commissioner Jewell moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Review Monthly Case Status Report & Appeals-New, Update & Review:**
 - **New Appeal: Brittenham v. Fleets & Facilities-CSC No. 06-03-014:**

The Commission reviewed an appeal filed by a Fleets & Facilities employee alleging his pay raise was denied without cause or notice. The Commission agreed to consider this appeal, itself. The parties will be directed by order to submit briefs summarizing the facts or dispute. The Commission will review briefs at its next scheduled meeting in January.
 - **Cunningham Appeal-Dismissal:** The Executive Director requested to dismiss the appeal. The Commission agreed that a dismissal is premature and that they would not issue a dismissal order until the parties agree to and submit a settlement or remedy. Ms. Graham-Walton will issue the Order for remedy on behalf of the Commission.

DISCUSSION ITEMS

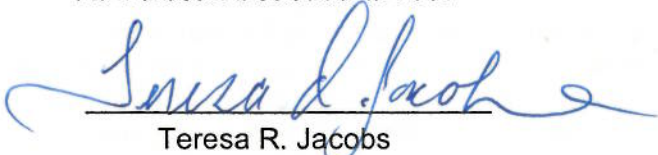
3. **Merit Leave Awards for 2006:** The Commission went into Executive Session at 9:50 a.m. The Executive Session ended at 10:15 a.m. The Commission approved 6 days Merit Leave for Ms. Graham-Walton. The Commission will submit a letter to Personnel and a letter to payroll regarding Market and Broadband Adjustments. The Commission will draft and format an evaluation of Ms. Graham-Walton.

4. **Review Meeting Dates January through June 2007:** The Commission agreed to keeping meetings on the third Wednesday and making adjustments to that day as needed.
5. **Selection of Commission Chair for 2007:** Commissioner Casson moved to nominate Steven Jewell to serve as Commission Chair for 2007. Commissioner Schubert seconded the motion. The motion passed.
6. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the Budget is at 92% which is on target for the ending of 2006.
7. **Draft Work Plan:** Ms. Graham-Walton distributed a draft 2007 work plan to the Commission for review. In addition the Commission was provided the Mayor's Race and Social Justice Work Plan for 2007. The Commission agreed to carryover the CSC plan for discussion at its January meeting.
8. **Update re: Exemptions from Civil Service:** Ms. Graham-Walton and Commissioner Jewell discussed with Kurt Funk, Senior Personnel Analyst in Classification and Compensation the process of notification to the Civil Service Commission when a position will be reviewed for civil service exemptions. Kurt confirmed that the Commission receives and will continue to receive advance notice when a position is being considered for exemption/reclassification. The Commission will begin tracking this process quarterly.
9. **Other:** The Commission agreed to schedule a meeting with the new Personnel Director after confirmation.

Adjourn—The meeting was adjourned at 10:55 a.m.

Respectfully Submitted:

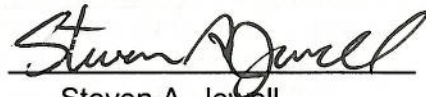
/s/ Teresa R. Jacobs 1/24/07



Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 1/24/07



Steven A. Jewell
Commission Chair

1/24/07
Date

**City of Seattle
Civil Service Commission
January 24, 2007 Minutes**

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Jennifer Schubert
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of December 13, 2006 Meeting Minutes:** The Commission reviewed the December 13, 2006 minutes. Commissioner Casson moved to accept the minutes. Commissioner Schubert seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update & Review:**
 - **New/Assigned:** The Commission reviewed the following new appeals:
Wagner v. SDOT; Stevens v. SPU; Lagerwey v. SDOT; Johnson v. City Light
 - **Review: Brittenham v. Fleets & Facilities-CSC No. 06-03-014:**
The appellant a Fleets & Facilities employee alleges his pay raise was denied without cause or notice. The Commission reviewed the briefs and considered the appeal at its January 24, 2007 meeting. Based on the documentation received, the Commission believed that the appeal was not timely filed. The Executive Director will enter an Order dismissing the appeal.
 - **Update: Cunningham v. Seattle Center-CSC No. 06-01-006: Writ of Review:**
Ms. Graham-Walton informed the Commission, that staff is currently preparing the record for filing at King County Superior Court.

DISCUSSION ITEMS

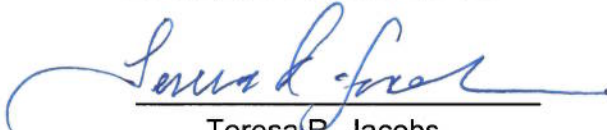
3. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the 2006 Budget has closed and the 2007 Budget is on target.
4. **Work Plan:** The Commission reviewed the 2007 department Work Plan and the Mayor's Race and Social Justice Work Plan.

5. **Other:** The Commission will finalize the performance review for the Executive Director at its February meeting, which may also include an Executive Session.

Adjourn—The meeting adjourned at 10:26 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 2/21/07



Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 2/21/07



Steven A. Jewell

Commission Chair

2/21/07
Date

**City of Seattle
Civil Service Commission
February 21, 2007 Minutes**

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Jennifer Schubert
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Keese, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of January 24, 2007, Meeting Minutes:** The Commission reviewed the January 24, 2007 minutes. Commissioner Schubert moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update & Review:**
 - **New/Assigned:** The Commission reviewed the following new appeal:
Anderson v. Seattle Center CSC No. 07-01-004
 - **Review: Janos v. Department of Planning and Development-CSC No. 006-07-008:**
Hearing Officer Diane Hess Taylor presided over the appeal and submitted a Decision and Order on Issue of Jurisdiction. Commissioner Schubert was the Reviewing Officer. Neither party filed a Petition for Review of the order. In the order the Hearing Officer found that "...the matter was concluded in Appellant's favor at Step 2 of the Employee Grievance Procedure." Commissioner Schubert moved to accept the decision of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed.
 - **Review: Johnson v. City Light-Brief-CSC No. 07-04-003:** On February 8, 2007, the parties were notified by Order to submit briefs and relevant documentation to the Commission to determine jurisdiction of the appeal. The Respondent submitted briefs and documentation. The Appellant did not respond. The Commission reviewed and determined that it does not have jurisdiction. Commissioners Casson and Schubert voted to affirm. Commission Chair Jewell abstained and recused himself from the discussion and vote.

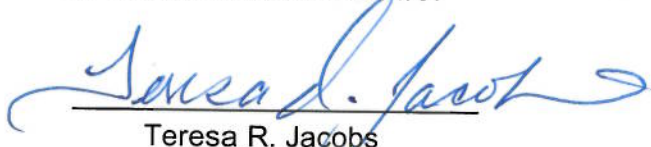
DISCUSSION ITEMS

3. **CSC Elections Data Review:** Commission Chair Jewell requested information on how the City would save money by not holding a run-off election for the employee elected Commissioner to the Civil Service Commission. Ms. Graham-Walton researched and presented findings to the Commission. Ms. Graham-Walton will conduct more research and propose election options for the Commission's review.
4. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the Budget is on target for February 2007.
5. **Executive Session: Performance Review:** The Commission did not go into Executive Session. Commission Chair Jewell will complete the performance review for the Executive Director and circulate to the other Commissioners. The review will be considered at their next meeting.
6. **Other:**
 - **Mayor's Officer Boards and Commission Annual Report:** The Executive Director notified the Commission that the Mayor's office is working on its Annual Report and she will submit an updated roster for the Commission.
 - **Mark McDermott, Personnel Director:** Commission Chair Jewell notified the Commission that Mark McDermott has been confirmed as Personnel Director. Ms. Graham-Walton will request the attendance of Mr. McDermott at an upcoming Commission meeting for a general meet and greet and to discuss issues the Commission has been working on.

Adjourn—The meeting adjourned at 10:30 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 3/21/07


Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 3/21/07


Steven A. Jewell
Commission Chair

3/21/07
Date

**City of Seattle
Civil Service Commission
March 21, 2007 Minutes**

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Jennifer Schubert
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Keese, Assistant City Attorney
Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

New City Attorney for Civil Service Commission: Gary Keese introduced Gary Smith, Assistant City Attorney to the Commission and staff. Gary Smith will transition into the position as Commission attorney in the coming months.

1. **Executive Session-Re: Personnel Matters:** The Commission went into Executive Session at 9:15 a.m. The Executive Session ended at 9:45.
2. **Approval of February 21, 2007, Meeting Minutes:** The Commission reviewed the February 21, 2007 minutes. Commissioner Casson moved to accept the minutes. Commissioner Schubert seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
3. **Monthly Case Status Report & Appeals-New, Update & Review:**
 - The Commission reviewed the monthly case status report. There were no new appeals, or appeals for review.

DISCUSSION ITEMS

4. **CSC Elections Data Review:** Commission Chair Jewell requested information on how the City would save money by not holding a run-off election for the employee elected Commissioner to the Civil Service Commission. Ms. Graham-Walton researched and presented findings to the Commission at its February 21st meeting. Ms. Graham-Walton conducted additional research and presented election options for further review by the Commission. The Commission will not propose any changes to

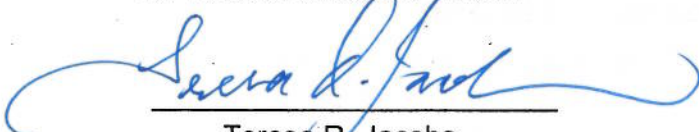
the process. Ms. Graham-Walton will notify the City Clerk of the outcome of the Commission's discussion.

5. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the Budget is on target for March 2007.
6. **Review Appeal Form:** The Commission reviewed and discussed possible changes to the existing appeal form that appellants complete. The Commission wanted to make sure that appellants clarify if they have exhausted their internal grievance processes before filing an appeal with the Commission. Ms. Graham-Walton will draft wording for the section and present it to the Commission for review at the April meeting.
7. **Other:**
 - **2/21/07 Letter to Mark McDermott, Personnel Director:** Commission Chair Jewell issued a letter on behalf of the Commission inviting Mr. McDermott to meet with the Commission for introductions and to discuss issues the Commission has been working on with Personnel prior to his appointment. Mr. McDermott was unable to attend the March meeting; he was therefore invited to attend the Commission's meeting in April.
 - **3/6/07 Letter to Jean West, HR Division, City Light:** Commission Chair Jewell issued a letter on behalf of the Commission to Jean West regarding civil service exemptions and requested advance notice to the Civil Service Commission of City Light's proposed requests for exemptions.
 - **2006 Financial Interest Statements-Boards and Commissions:** Ms. Graham-Walton notified the Commission that Statements of Financial Interest for 2006 are due April 16, 2007.

Adjourn—The meeting adjourned at 10:15 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 4/18/07

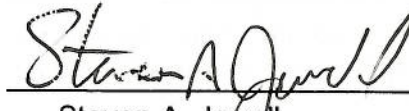


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 4/18/07



Steven A. Jewell

Commission Chair

4/18/07
Date

City of Seattle
Civil Service Commission
April 18, 2007 Minutes

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Jennifer Schubert
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Keese, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of March 21, 2007, Meeting Minutes:** The Commission reviewed the March 21, 2007 minutes. Commissioner Schubert moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.
 - **New Appeals:** The Commission reviewed the following two new appeals delegated to the Office of the Hearing Examiner.
 - Hamai v. HSD
 - Walgren v. SDOT
 - **Review:**
 - **Marangon v. SDOT-CSC No. 06-01-010-Findings and Decision issued by the Office of the Hearing Examiner-Commissioner Schubert, Reviewing Officer:** The Office of the Hearing Examiner presided over the appeal and submitted Findings and Decision. Commissioner Schubert was the Reviewing Officer. Neither party filed a Petition for Review of the order. In the order, the Hearing Officer found that "...the

Appellant violated workplace expectations, and the department had justifiable cause to suspend the appellant for one day." Commissioner Schubert moved to accept the decision of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed.

- **Aquino v. SDOT-CSC No. 06-01-012-Hearing Decision Issued by CSC Hearing Officer and Petition for Review:** Hearing Officer Diane Hess Taylor presided over the appeal and issued a Decision. Commission Chair Jewell was the Reviewing Officer. The appellant filed a Petition for Review of the order. The Department did not respond to the Petition for Review. In the order, the Hearing Officer found that "...the appellant's discipline should not include issues other than the safety issue, and his 3 day suspension should be reduced to 1 day. Appellant is to receive reimbursement for the two days and his disciplinary records should reflect the reduction." Commission Chair Jewell moved to affirm the decision of the Hearing Officer. Commissioner Casson seconded the motion. The motion passed.

Executive Session re: Petition for Review: The Commission went into Executive Session at 9:40 a.m. The Executive Session ended at 9:45 a.m. Commissioner Schubert moved to deny the Appellant's Petition for Review. Commissioner Casson seconded the motion. The Commission unanimously denied the Petition for Review and affirmed the decision of the Hearing Officer.

DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the budget for CSC Hearing Officers' salaries is at 47% due to the number of appeals Hearing Officers are currently working on. This amount is a high for this early in the year. Commission staff will delegate appeals to the Office of the Hearing Examiner and assign certain appeals to the Commission. The remainder of the budget is on target for the month of March.
4. **Review Appeal Form:** Ms. Graham-Walton presented to the Commission the draft of the existing appeal form including wording for the section clarifying whether appellant's have exhausted their internal grievance processes before filing an appeal with the

Commission. The Commissioners made recommendations for revisions. The Commission will review the form with the revisions at its next meeting on May 16.

5. **Draft-annual Report:** The Commission reviewed the draft annual report for 2005-2006. Commissioner Schubert submitted revisions to the report. Commissioner Schubert's revisions will be incorporated into the report before it is distributed.

The Commission agreed to produce an annual report every two years.

This Item was taken out of order:

7. **Other:**

Appeal Rights Announcement: Department HR Directors and Representatives will receive an Appeal Rights Announcement to post in their departments for employees notifying them of their rights to appeal. In addition, the notice will go out once a year in a paycheck stuffer to City employees.

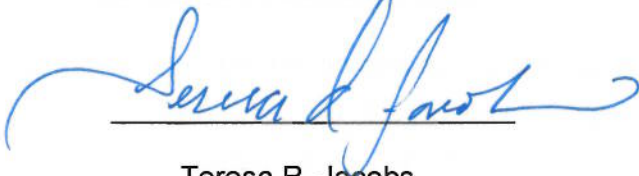
Meeting Dates July through December: The Commission agreed to hold its remaining meetings for 2007 on the 3rd Wednesday of the month. The July 18 meeting will be held in another location, to be determined. The Commission agreed not to have a meeting in August.

6. **Guest: Mark McDermott, Personnel Director:** Personnel Director, Mark McDermott met with the Commission to discuss issues the Commission has been working on with Personnel prior to his confirmation. The Commission discussed issues related to multiple probationary periods for civil service employees, reclassification and reallocation of civil service positions from non-exempt to exempt, and the process of how input from the Civil Service Commission is considered in developing and changing Personnel Rules. The Commission invited Mr. McDermott to future meetings to touch base on issues that are before the Commission and affect Personnel policies and practices.

Adjourn—The meeting adjourned at 10:52 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 5/16/07



Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 5/16/07



Steven A. Jewell

Commission Chair

5/16/07
Date

**City of Seattle
Civil Service Commission
May 16, 2007 Minutes**

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Jennifer Schubert
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of April 18, 2007, Meeting Minutes:** The Commission reviewed the April 18, 2007 minutes. Commissioner Schubert moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.
 - Ms. Graham-Walton updated the Commission on the pending decisions regarding jurisdiction in the appeals of **Janos v. DPD** and **Stevens v. SPU**. The Hearing Officer assigned to each appeal has informed Ms. Graham-Walton that the decisions are forthcoming.

DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the budget is on target for the month of May.

Review Appeal Form: Ms. Graham-Walton presented to the Commission the final draft of the existing appeal form including wording for the section clarifying whether appellant's have exhausted their internal grievance processes before filing an appeal with the Commission. Commissioner Schubert moved to adopt the form. Commissioner Casson seconded the motion. The form was approved.

Adjourn—The meeting adjourned at 9:45 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 6/20/07

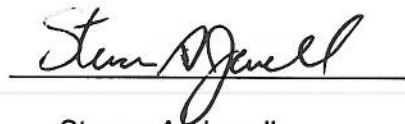


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 6/20/07



Steven A. Jewell

Commission Chair

6/20/07
Date

**City of Seattle
Civil Service Commission
June 20, 2007 Minutes**

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Jennifer Schubert
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of May 16, 2007, Meeting Minutes:** The Commission reviewed the May 16, 2007 minutes. Commissioner Schubert moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.
 - **Cunningham v. Seattle Center-CSC No. 06-01-006/06-2-40665-6SEA:** Ms. Graham-Walton notified the Commission that the parties reached a settlement and the appeal in this matter has been dismissed.
 - **Bangert. V. Fleets & Facilities CSC No. 06-01-013:** CSC Hearing Officer Diane Hess Taylor presided over the appeal and submitted a Decision. Commission Chair Jewell was the Reviewing Officer. Neither party filed a Petition for Review. In the order, the Hearing Officer found that "The just cause standard as defined by applicable personnel rules was not met in this case because the investigation did not produce accurate results...the rule was not reasonable in its application...the City failed to demonstrate consistent enforcement of the rule at issue." The Hearing Officer vacated the appellant's 3-day suspension and awarded reimbursement. Commission Chair Jewell

moved to accept the decision of the Hearing Examiner. Commissioner Schubert seconded the motion. The motion passed.

- **New Appeal-Espinosa v. SPU-CSC No. 07-03-008:** Ms. Graham-Walton introduced a new appeal filed by an employee of Seattle Public Utilities alleging the department did not follow Personnel rules regarding demotion and recommended that the Commission consider the issue. The Commission will request briefs to clarifying the Appellant's employment status and decision to demote. The Commission will review the briefs and determine jurisdiction at its July 18 meeting.
- **Janos v. Department of Planning and Development (DPD)-CSC No. 06-05-005:** Hearing Officer Gary McLean issued a Memorandum Decision in the appeal of Janos v. DPD dismissing on the grounds of lack of jurisdiction. The Reviewing Officer will review and make recommendations at the July 18 meeting. The Commission went into **Executive Session** from 9:40 -9:55 a.m. (approximately) to discuss personnel issues related to the appeal. Commissioner Schubert moved to send a letter to the Hearing Officer regarding timeliness of appeal decisions. Commission Chair Jewell seconded the motion.

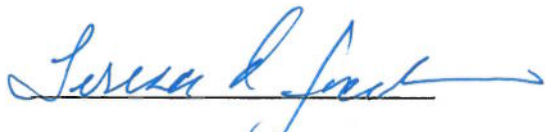
DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the June budget is on target for the year.
4. **Probationary Employment Policy:** The Commission discussed the possibility of proposing legislation to clarify the Municipal Code. Ms. Graham-Walton will look into this and provide information at the July 18 meeting.
5. **Other:**
 - Reappointment of Reverend Ellis Casson to the Civil Service Commission: The reappointment of Rev. Casson is on the City Council Finance and Budget Committee's Agenda for Friday, July 6.

Adjourn—The meeting adjourned at 10:20 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 7/18/07



Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 7/18/07



Steven A. Jewell

Commission Chair

7/18/07
Date

**City of Seattle
Civil Service Commission
July 18, 2007 Minutes**

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:36 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson

Commissioner Jennifer Schubert

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of June 20, 2007, Meeting Minutes:** The Commission reviewed the June 20, 2007 minutes. Commissioner Schubert moved to accept the minutes. Commissioner Casson seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.

2. **Monthly Case Status Report & Appeals-New, Update, & Review:**

The Commission reviewed the monthly case status report.

- **Review-Janos v. Department of Planning and Development CSC No. 06-05-005:**
CSC Hearing Officer Gary McLean issued a Memorandum Decision. Commissioner Schubert was the Reviewing Officer. Neither party filed a Petition for Review. The Hearing Officer concluded that the Commission does not have jurisdiction. The appeal was dismissed. Commissioner Schubert moved to accept the decision of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed.
- **Review-Stevens v. Seattle Public Utilities (SPU) CSC No. 07-07-001:**
CSC Hearing Officer Gary McLean issued a Memorandum Decision. Commission

Chair Jewell was the Reviewing Officer. Neither party filed a Petition for Review. The Hearing Officer concluded that the Commission does not have jurisdiction over the issue of this appeal. The appeal was dismissed. Commissioner Schubert moved to accept the decision of the hearing officer. Commissioner Casson seconded the motion. The motion passed.

- **Review-Walgren v. Human Services Department (HSD)-CSC No. 07-04-007:**

The Hearing Examiner for the City of Seattle Under Delegation from the Civil Service Commission issued Findings and Decision. Commissioner Schubert was the Reviewing Officer. Neither party filed a Petition for Review. The Hearing Examiner concluded the department did not violate rules of the hiring and selection process. The appeal was dismissed. Commissioner Schubert moved to accept the decision of the Hearing Examiner. Commissioner Casson seconded the motion. The motion passed.

- **Review-Espinosa v. Seattle Public Utilities (SPU) CSC No. 07-03-008:**

The appellant alleged in her appeal that the department did not follow Personnel rules regarding demotion and recommended that the Commission consider the issue. At its June 20 meeting, the Commission requested parties submit briefs to clarify employment status of the appellant and the decision to demote. The Commission reviewed the briefs submitted by the parties. The Commission went into **Executive Session** at 9:43 a.m. The Executive Session ended at 10:24 a.m. The Commission will request further clarification from department with specific questions related to the appellant's employment status.

DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the July budget is on target for the year.
4. **Probationary Employment Legislation:** The Commission deferred this discussion.

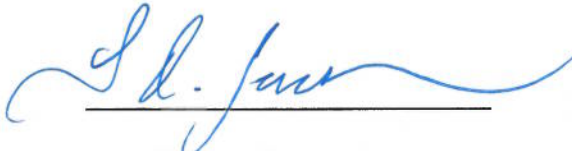
5. Other:

- **Twelve Month Feedback-Hearing Officer Diane Hess Taylor:** The commission reviewed the letter sent to Hearing Officer Diane Hess Taylor from the Executive Director commending Ms. Hess Taylor on her outstanding service to the Commission for the past year.

Adjourn—The meeting adjourned at 10:27 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 9/19/07

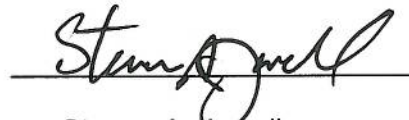


Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 9/19/07



Steven A. Jewell

Commission Chair

9/19/07
Date

**City of Seattle
Civil Service Commission
September 19, 2007 Minutes**

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson

Commissioner Jennifer Schubert

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of July 18, 2007, Meeting Minutes:** The Commission reviewed the July 18, 2007 minutes. Commissioner Casson moved to accept the minutes. Commissioner Schubert seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report.

New- Barouh v. Seattle Department of Transportation (SDOT) CSC No.07-03-009:

The Commission reviewed the case of an SDOT employee who alleges her work falls into a higher classification and a co-worker is performing the same job functions at a higher classification. The Commission received the initial appeal on August 7, 2007. The Executive Director dismissed the appeal for lack of jurisdiction. On August 15, 2007, the appellant resubmitted the appeal and requested the Commission review the decision of the Executive Director. The Commission considered the appeal based on information requested and provided by the appellant, and recommendations of the

Executive Director. The appellant submitted PDQ's and determination reports for herself and the co-worker she stated was doing the same body of work. The Commission agreed it had no jurisdiction over the appeal. Commissioner Schubert moved to accept the recommendation of the Executive Director to dismiss the appeal. Commissioner Casson seconded the motion. The motion passed. The appeal was dismissed.

New-Griffith v. Seattle Public Utilities (SPU) CSC No. 07-01-011:

The Commission received the appeal of an SPU employee who alleges his position was reallocated without a selection process. The Commission reviewed the appeal and delegated to the Office of the Hearing Examiner.

Review-Anderson v. Seattle Center CSC No. 07-01-004—Decision on Hearing and Seattle Center's Motion re: Order for Remedy:

CSC Hearing Officer Diane Hess Taylor presided over the appeal and submitted a Decision. Commission Chair Jewell was the Reviewing Officer. Neither party filed a Petition for Review. In the order, the Hearing Officer found in favor of the Appellant and ordered that Appellant's "termination be vacated, removed from his personnel file, and that he receive back pay and benefits".

Commission Chair Jewell recommended affirmation of the Hearing Officer's decision. The Commission voted unanimously to accept the decision of the Hearing Officer.

Order For Remedy: On August 22, 2007, the Commission issued to parties an Order for Remedy regarding compliance with the Hearing Officer's decision. Respondent submitted a motion regarding remedy. The appellant submitted a response, which included a request for attorney's fees.

Executive Session: The Commission went into Executive Session at 9:42 a.m. for deliberations. The Executive Session ended at 10:05 a.m. The Commission will issue a Response to Motion and Order on Remedy in the appeal of Anderson v. Seattle Center. The Commission ordered the following:

- The Respondent/Department is to allow the Appellant to carry over to December 31, 2008, any excess vacation hours he should have accrued between February 2, 2007

and September 4, 2007, and any other excess vacation hours accrued from September 5, 2007, to December 31, 2007.

- The Respondent/Department shall review Appellant's pay and make any market rate adjustment due to Appellant in accordance with the requirements established in the City's Personnel Rules and the December 2006 memorandum from the City's Personnel Director, Mark McDermott, which gives criteria for cost of living adjustments for employees in the City's discretionary pay programs. In addition, the market rate adjustment shall also reflect any criteria contained in any relevant documents applicable to Seattle Center related to the administration of discretionary pay within the Department.
- Without addressing the Commission's authority to issue attorney's fees as a remedy in appeals, the Commission denied the Appellant's request for attorney's fees related to this appeal.

Commissioner Schubert moved to adopt the Order on Remedy. Commissioner Casson seconded the motion. The motion passed.

Review-Espinosa v. Seattle Public Utilities (SPU) CSC No. 07-03-008:

The Appellant alleged that the Department did not follow Personnel rules regarding a demotion and recommended that the Commission consider the issue. At its June 20 meeting, the Commission requested parties submit briefs to clarify employment status of the Appellant and the decision to demote. The Commission reviewed the briefs submitted by the parties and requested further clarification from Department with specific questions related to the Appellant's employment status.

The Commission considered the responses from both parties and agreed that it did not have jurisdiction over some of the issues in this appeal as the employee was exempt and other issues are dismissed because they were not timely filed. The Commission will issue a Memorandum Decision and Dismissal.

Commissioner Schubert moved to accept the dismissal. Commissioner Casson seconded the motion. The motion passed.

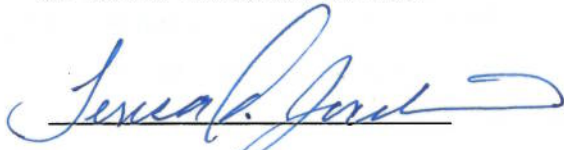
DISCUSSION ITEMS

3. **Probationary Employment Legislation:** The Commission reviewed draft language for an ordinance clarifying probationary employment periods. The Commission will issue a notice seeking public comment on its recommendation for probationary employment legislation. The Commission will accept comments in writing until October 10, 2007 and will hear comments regarding this issue at its next scheduled meeting on October 17, 2007.
4. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the budget is on target for the month of September.
5. **Other:**
 - **Customer Service Survey:** The Commission reviewed the Civil Service Commission customer service survey submitted by a former Appellant.

Adjourn—The meeting adjourned at 10:26 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 10/17/07



Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 10/17/07



Steven A. Jewell

Commission Chair

10/17/07
Date

**City of Seattle
Civil Service Commission
October 17, 2007 Minutes**

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

Absent:

Commissioner Jennifer Schubert

ACTION ITEMS

Public Comment: No one signed up for Public comment

1. **Approval of September 19, 2007, Meeting Minutes:** The Commission reviewed the September 19, 2007 minutes. Commissioner Casson moved to accept the minutes. Commission Chair Jewell seconded the motion. The Commission approved the minutes as submitted, adopted them by acclamation and the Chair signed.
2. **Monthly Case Status Report & Appeals-New, Update, & Review:**
The Commission reviewed the monthly case status report. There were no new appeals. The Executive Director notified the Commission of a new section to be added to the Case Status Report titled "Pending." The section will include appeals where the Commission has ordered action. The case of Anderson v. Seattle Center, which had an Order for Remedy issued by the Commission in August 2007 will be moved to the Pending section of the CSR until the Commission has verified the parties have complied with the Order for Remedy of the Hearing Officer's decision.

DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:** Ms. Graham-Walton reported to the Commission that the budget is on target for the month of October. Staff will monitor end of year funds and if possible, purchase an ergonomically friendly desk for the Hearing Officer's office.


RECESS: The Commission went into a recess at 9:40 a.m. until the 10 a.m. Public Comment re: Probationary Legislation.

4. **Probationary Legislation Public Comment:** The Commission listened to comments regarding this issue of probationary legislation. Mr. John Cunningham provided comments in opposition to the proposed legislation. Ms. Patsy Taylor of Seattle City Light was in attendance and provided comments. Felicia Caldwell of Planning and Development and Patsy Taylor also provided written comments. The Commission will take all comments into consideration prior to finalizing any proposed legislation.

Adjourn—The meeting adjourned at 10:25 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 12/19/07



Teresa R. Jacobs

Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 12/19/07



Steven A. Jewell

Commission Chair

12/19/07
Date